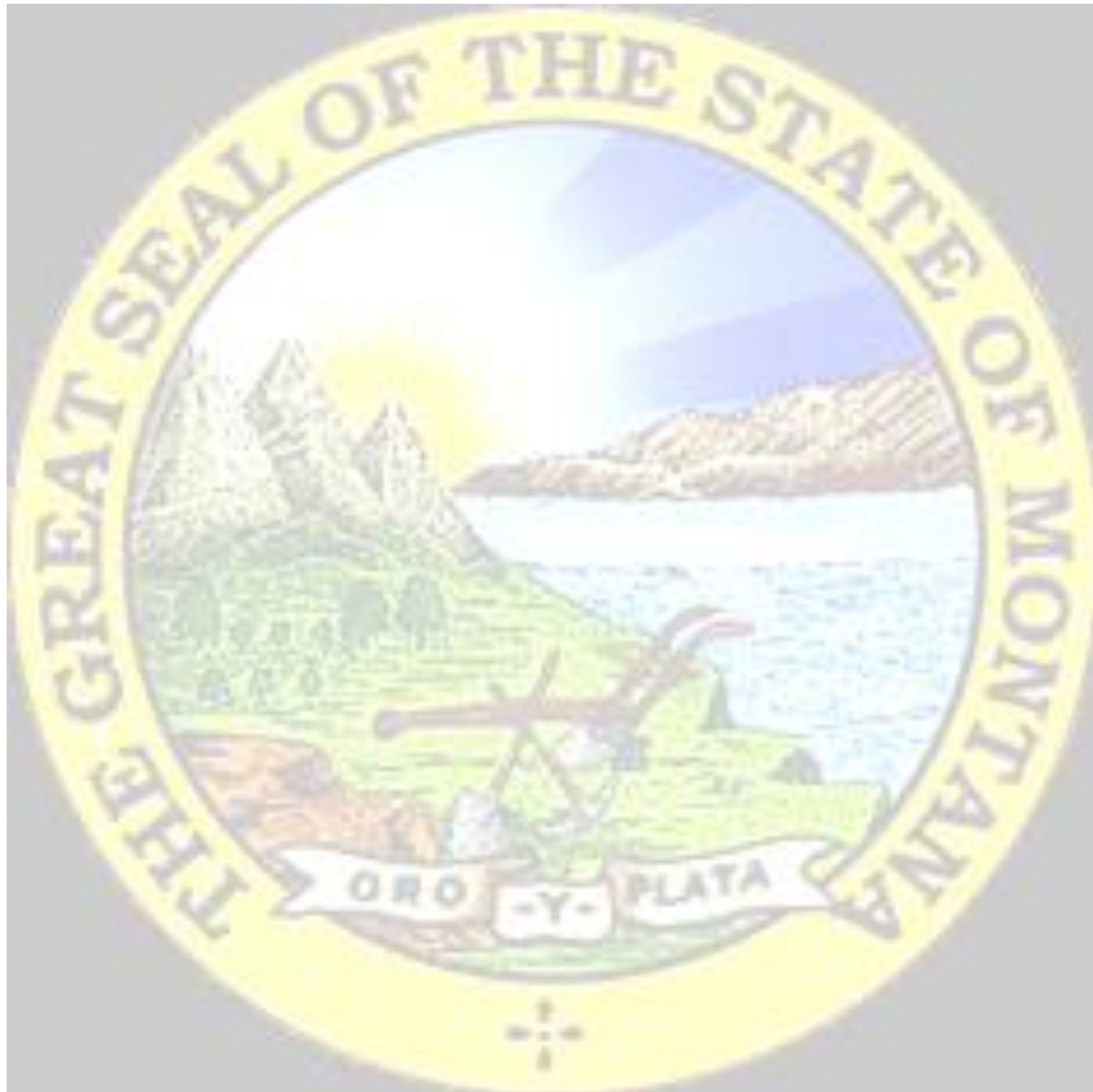





State of Montana Department of Military Affairs Biennial Report

STATE OF MONTANA

FOR FY2010



The Great Seal of the State of Montana is a circular emblem. It features a yellow outer ring with the words "THE GREAT SEAL OF THE STATE OF MONTANA" in blue capital letters. The center of the seal depicts a landscape with a blue sky, green mountains, a river, and a forest. A banner at the bottom of the seal reads "ORO-Y-PLATA".

Should you have any questions or comments regarding this template, or desire additional copies, please contact:

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INFORMATION TECHNOLOGY SERVICES DIVISION

Dick Clark, CIO
Warren Dupuis, CIO Support Officer

May 1, 2010

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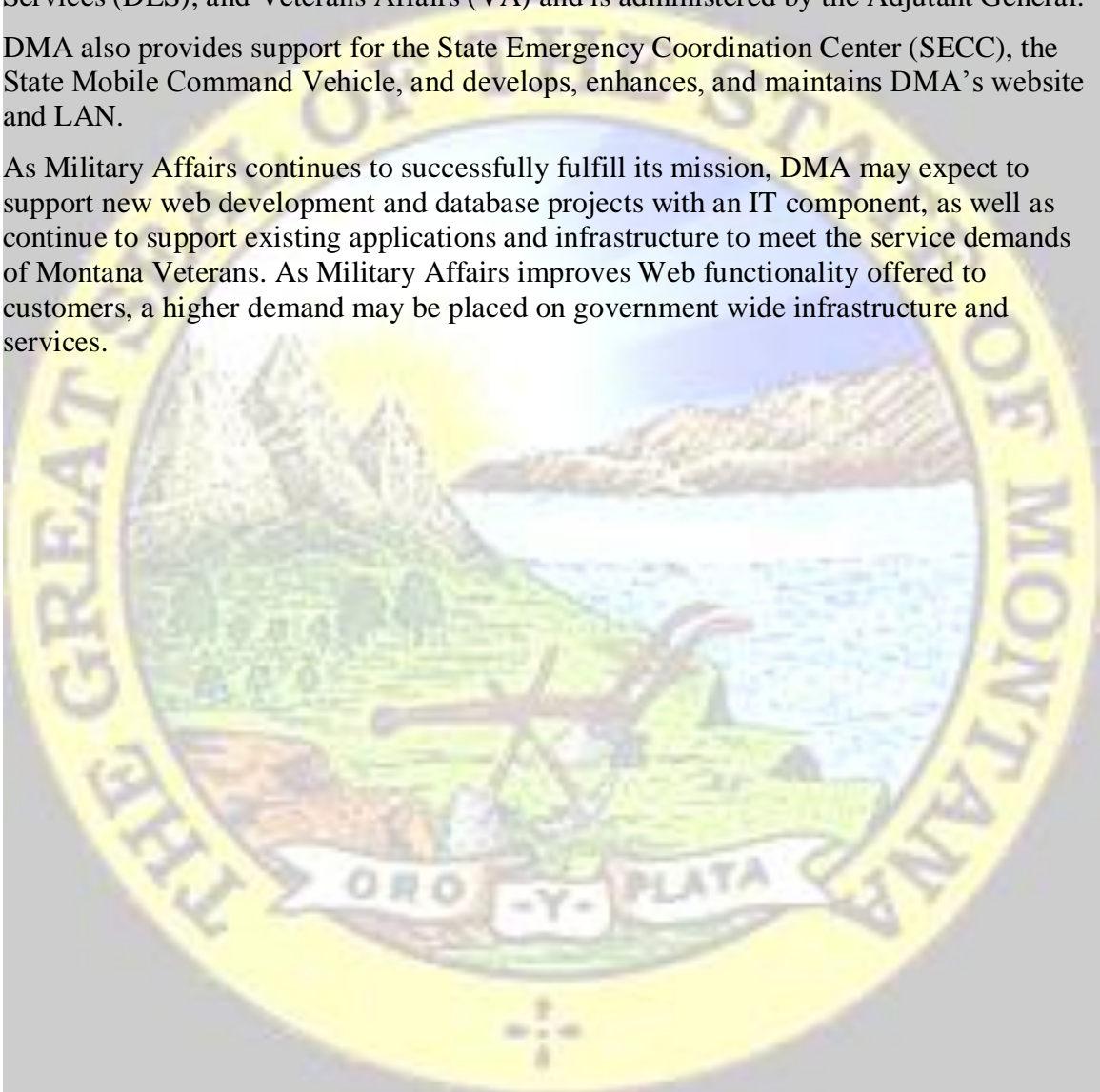


EXECUTIVE SUMMARY

The Department of Military Affairs (DMA) consists of the Air and Army National Guard, Centralized Services (CSD), Youth Challenge, STARBASE, Disaster and Emergency Services (DES), and Veterans Affairs (VA) and is administered by the Adjutant General.

DMA also provides support for the State Emergency Coordination Center (SECC), the State Mobile Command Vehicle, and develops, enhances, and maintains DMA's website and LAN.

As Military Affairs continues to successfully fulfill its mission, DMA may expect to support new web development and database projects with an IT component, as well as continue to support existing applications and infrastructure to meet the service demands of Montana Veterans. As Military Affairs improves Web functionality offered to customers, a higher demand may be placed on government wide infrastructure and services.



SECTION 1: AGENCY IT PLAN ACCOMPLISHMENTS – GOALS & OBJECTIVES

Complete this section by copy and pasting the Goals and Supporting Objective/Actions listed in section 4.1 of your agency's 2008 plan. After each supporting objective, insert the two additional questions for accomplishments and status. Answer these two questions.

1.1 Goals

Goal Number 1: (taken from 2008 plan and 2009 update)

ITG 1

ITG 1

Electronic Filing System

Description: Develop and implement an electronic records management system.

Benefits: What benefits are realized and who realizes the benefits? Efficient management and control of documents in support of DMA activities needed to support the primary functions of the agency.

Supporting Objective/Action

ITO 1-1

Electronic Filing System

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):

Reviewed business requirements and established needs. We are 40% complete.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):

Ongoing

Supporting Objective/Action

ITO 1-2

Electronic document storage

Describe the business requirements or business problem driving this objective: No current document filing system in place.

Describe the benefits to be derived from the successful completion of this objective:

Enables the department to better manage document and records retention.

Describe the anticipated risks associated with this objective:
Continued loss of state employee productivity

Describe how this objective supports the agency IT goal
State and the customer should gain efficiencies.

What is the timeframe for completion of this objective?:
Complete by calendar year end 2011

Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed?:
Successful implementation of file system.

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50 %):

Reviewed business requirements and established needs. We are 40% complete.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):

Ongoing.

Goal Number 2: (taken from 2008 plan and 2009 update)

ITG 2

State Crisis Management System

Description: Develop and implement an electronic crisis management system.

Benefits: What benefits are realized and who realizes the benefits? Efficient management and control of emergencies and disasters for the state of montana in support of DMA activities needed to support the primary functions of the agency.

Does this goal support the State IT Strategic Plan? Yes, improved busines and IT services.

Supporting Objective/Action

ITO 2-1

Effectively manage emergencies.

Describe the business requirements or business problem driving this objective: Instant and constant information for emergency management.

Describe the benefits to be derived from the successful completion of this objective: Maximize use of emergency services.

Describe the anticipated risks associated with this objective: Continued loss of timely emergency management.

Describe how this objective supports the agency IT goal This provides for better utilization of state resources

What is the timeframe for completion of this objective:: Complete by calendar year end 2011

Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed?: Business approval of implemented system

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50 %):

Gathered information from multiple entities. Held training and informational classes for multiple entities. Project 35% complete.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):

Ongoing.

Supporting Objective/Action

ITO 2-2

Effectively manage disaster and emergencies

Describe the business requirements or business problem driving this objective: No current management system in place.

Describe the benefits to be derived from the successful completion of this objective: Enables

the department/s to better manage emergencies.

Describe the anticipated risks associated with this objective: Continued loss of state employee productivity and resources

Describe how this objective supports the agency IT goal State Federal, and local gov and the customer should gain efficiencies.

What is the timeframe for completion of this objective:: Complete by calendar year end 2011

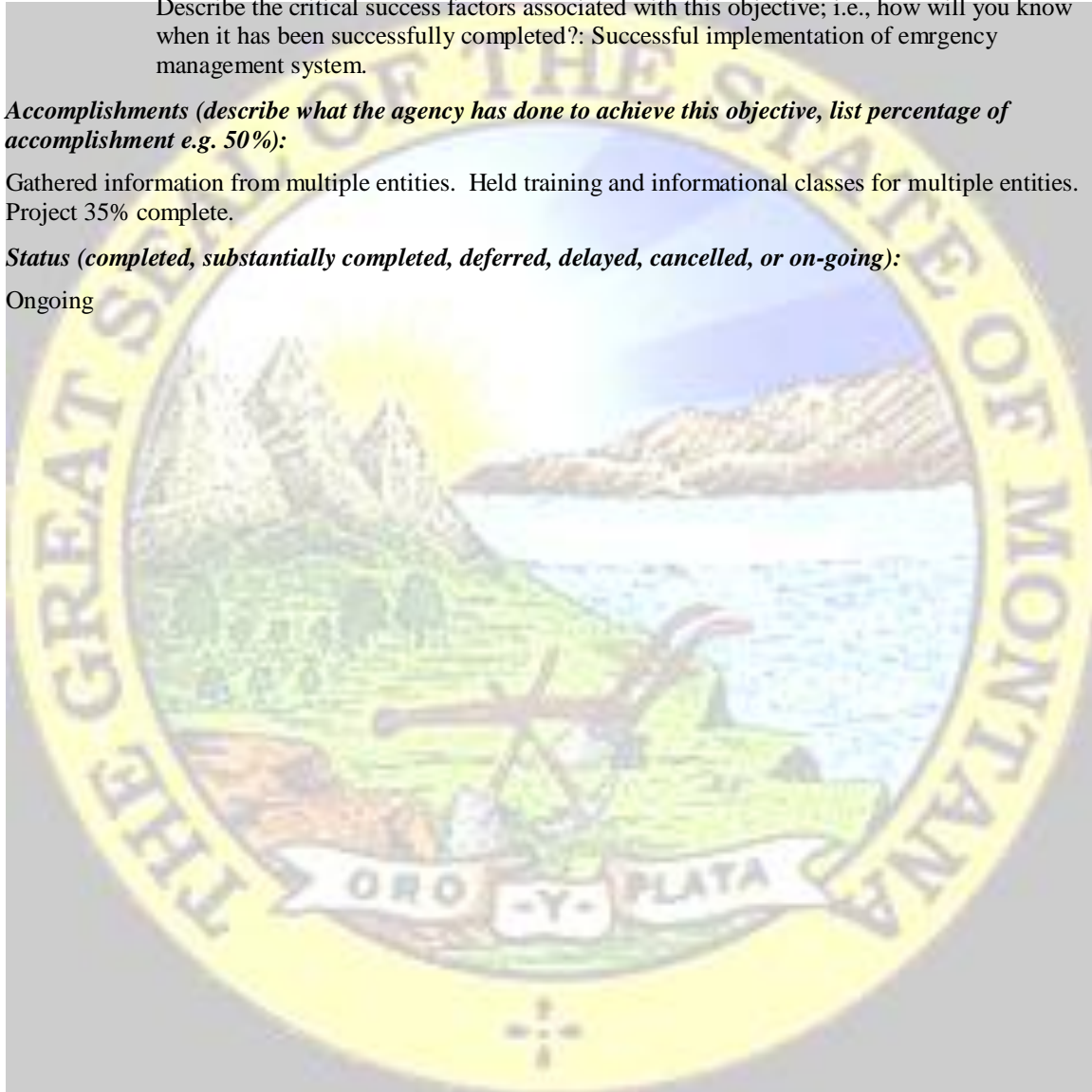
Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed?: Successful implementation of emrgency management system.

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):

Gathered information from multiple entities. Held training and informational classes for multiple entities. Project 35% complete.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):

Ongoing



SECTION 2: IT INITIATIVES STATUS UPDATE

Complete this section by copy and pasting the IT Initiatives listed in section 7.1 of your agency's 2008 plan. After each initiative, insert the two additional questions for status and funding. Answer these two questions.

2.1 IT Initiatives *(Taken from 2008 plan and 2009 update)*

Initiative 1 - Title:

Description:

EPP Number (if applicable):

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):

Funding (funded, not funded, or partially funded):

Initiative 2 - Title:

Description:

EPP Number (if applicable):

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):

Funding (funded, not funded, or partially funded):

Initiative 3 - Title:

Description:

EPP Number (if applicable):

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):

Funding (funded, not funded, or partially funded):

(Copy and paste the above format here to describe additional IT Initiatives.)

SECTION 3: ADDITIONAL INFORMATION - OPTIONAL

Other types of information that your agency may wish to report as accomplishments or challenges related to achieving the Goals, Objectives, and Initiatives outlined in your 2008 IT plan.

